



**TOWN OF ARLINGTON**  
**DEPARTMENT OF HUMAN RESOURCES**

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DIRECTOR OF HUMAN RESOURCES

**PAY AND CLASSIFICATION PLAN**

**FISCAL YEAR 2016**

**7/1/15 – 6/30/16**

**Please refer to this when considering Article 34 Positions Classification**

*January 2016*

**SEIU**  
**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL**  
**CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Assistant Comptroller Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Custodians - Day Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician Project Manager - HHS
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Executive Director - COA Production Coordinator/Comp. Op. (SS) Wire Inspector/Supt. Of Wires Engineering Division Manager Supt. of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability - Weath.		
ATP-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety
ATP-8	Plumbing and Gas Inspector General Foreman Master Mech/Public Safety Radio Coord.	ATP-5	Director of Veterans Services
		ATP-4	Administrative Assistant – Police
		ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

**SEIU Administrative, Technical and Professional Salary Plan  
FY 2016**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	33,599	34,859	36,167	37,522	38,929	40,390	41,903	43,476
SEIU/APT 2	37,333	38,733	40,185	41,692	43,256	44,879	46,561	48,306
SEIU/APT 3	42,372	43,960	45,611	47,320	49,095	50,937	52,845	54,828
SEIU/APT 4	48,303	50,115	51,996	53,945	55,970	58,067	60,245	62,504
SEIU/APT 5	50,721	52,622	54,595	56,644	58,767	60,970	63,257	65,630
SEIU/APT 6	53,003	54,990	57,051	59,191	61,412	63,714	66,104	68,582
SEIU/APT 7	55,386	57,465	59,619	61,855	64,175	66,581	69,077	71,668
SEIU/APT 8	57,327	59,475	61,705	64,020	66,423	68,912	71,496	74,176
SEIU/APT 9	59,332	61,556	63,865	66,260	68,745	71,323	73,997	76,773
SEIU/APT 10	61,410	63,712	66,102	68,580	71,151	73,821	76,587	79,461
SEIU/APT 11	65,092	67,536	70,067	72,695	75,420	78,248	81,184	84,228
SEIU/APT 12	70,302	72,938	75,671	78,510	81,422	84,508	87,677	90,965
SEIU/APT 13	75,224	78,044	80,969	84,006	87,154	90,424	93,815	97,334
SEIU/APT 14	81,991	85,066	88,257	91,566	95,002	98,563	102,259	106,094

**NON UNION/AFSCME  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	Town Engineer	ATP-5	Planner Administrative Assistant / Claims Coordinator Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-13	Public Information Officer	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS
ATP-12	Asst. Director of Planning & Community Development/Housing Director Asst Director of Public Works Purchasing Officer Economic Development Planner Systems Analyst/Director of GIS	ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire Administrative Asst. - BOS
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-2	Junior Engineering Aide Water Account Clerk Medical Records Clerk
ATP-10	NO POSITIONS ASSIGNED	APT-1	After School Instructor - Recreation
ATP-9	Systems Analyst Clinical Director - AYCC		
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse		
ATP-7	Social Worker - COA Management Analyst- Treasurer Human Resources Assistant Weatherization Coordinator Health Compliance Off/Inspections Assistant Clinical Director – AYCC GIS Specialist/Technical Planner Regional Energy Manager		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer CDBG/Grants Administrator Supervisor Vol. Services Management Analyst – Town Manager Paralegal		

**Administrative, Technical and Professional Salary Plan  
FY 2016  
NON-UNION/AFSCME**

<b>Grade</b>	<b>MINIMUM</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>ATP 1</b>	33,436	34,690	35,991	37,341	38,743	40,195	41,702	43,264
<b>ATP 2</b>	37,152	38,546	39,991	41,489	43,046	44,661	46,335	48,071
<b>ATP 3</b>	42,169	43,750	45,391	47,092	48,858	50,690	52,589	54,564
<b>ATP 4</b>	48,070	49,874	51,745	53,685	55,698	57,785	59,954	62,202
<b>ATP 5</b>	50,474	52,367	54,332	56,369	58,483	60,676	62,951	65,312
<b>ATP 6</b>	52,746	54,723	56,777	58,905	61,115	63,406	65,783	68,251
<b>ATP 7</b>	55,121	57,187	59,331	61,555	63,864	66,259	68,745	71,322
<b>ATP 8</b>	57,049	59,187	61,408	63,711	66,100	68,579	71,150	73,819
<b>ATP 9</b>	59,044	61,259	63,557	65,940	68,413	70,979	73,641	76,402
<b>ATP 10</b>	61,113	63,404	65,781	68,249	70,807	73,463	76,218	79,076
<b>ATP 11</b>	64,779	67,208	69,727	72,342	75,057	77,871	80,790	83,820
<b>ATP 12</b>	69,962	72,583	75,307	78,132	81,061	84,100	87,254	90,525
<b>ATP 13</b>	74,859	77,666	80,577	83,599	86,735	89,987	93,363	96,863
<b>ATP 14</b>	81,597	84,657	87,831	91,124	94,542	98,088	101,763	105,580

# OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
OA-1	Telephone Operator Pr. Cashier/Clerk - Treas. Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Sr. Clerk & Typist – Library Health and Human Services Clerk
OA-3	Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist – Community Safety Output Media Handler Pr. Clerk – Cemetery Pr. Clerk & Sec. - ZBA Sr. Clerk & Typist - Recreation
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Treasurer's Assistant Zoning Assistant Pr. Clerk & Sec. – Weatherization Senior Library Assistant Administrative Assistant – Recreation Asst. Reg. Voters
OA-5	Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Legal Secretary Information and Referral Specialist – COA Administrative Assistant – HR
OA-6	Administrative Assistant - Planning and Community Development Information and Technology Administrative Assistant Acct./Op. Asst. - DPW Asst. Coll. (RE) Office Manager - Library
OA-7	Cash Mgr. Data Collector Benefits Administrator Information Technology Administrative Assistant

**Office Administrative  
Non Union/AFSCME Salary Plan  
FY 2015**

<b>Grade</b>	<b>MINIMUM</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>1</b>	29,196	30,290	31,426	32,604	33,827	35,094	36,411	37,776
<b>2</b>	30,655	31,805	32,997	34,234	35,519	36,852	38,232	39,666
<b>3</b>	34,947	36,258	37,617	39,029	40,491	42,009	43,585	45,219
<b>4</b>	36,519	37,889	39,309	40,785	42,314	43,899	45,546	47,256
<b>5</b>	38,163	39,593	41,078	42,620	44,218	45,875	47,595	49,380
<b>6</b>	41,025	42,565	44,161	45,815	47,534	49,316	51,165	53,083
<b>7</b>	43,487	45,118	46,809	48,566	50,386	52,276	54,234	56,268

**680 UNION**  
**MC**  
**CLASSIFICATION PLAN**

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman Motor Equip. Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Tree Climber Working Foreman – Cemetery Working Foreman – Laborer Working Foreman – Paint Shop
MC 6	Sr Building Custodian - AHS Working Foreman – Mason Public Safety Dispatcher Motor Equipment Operator III – Water Motor Equipment Operator III – Catch Basin Motor Equipment Operator III - Crane Water Systems Maintenance Craftsman
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II – Patch Crew Carpenter Tree Climber Electrician's Helper Mason
MC 4	Dispatcher - DPW Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Painter - Maintenance Park Maintenance Craftsman Motor Equipment Maintenance Worker Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer Van Driver



# 680 MC Positions Salary Plan FY2016

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC1	16.81	17.48	18.20	18.93	19.70	20.47
MC2	18.09	18.81	19.54	20.34	21.17	21.99
MC3	18.53	19.28	20.07	20.86	21.69	22.54
MC4	19.09	19.85	20.67	21.47	22.33	23.24
MC5	19.80	20.61	21.42	22.29	23.16	24.09
MC6	20.90	21.75	22.60	23.51	24.45	25.44

# **PROFESSIONAL LIBRARIANS CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Head of Technology
L 2	Head of Technical Services Branch Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

**SALARY PLAN**  
**Fiscal Year 2016**  
**Professional Librarians**

<i>Grade</i>	<i>Minimum</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>
<b>1</b>	46,447	48,189	49,995	51,870	53,817	55,834	57,928
<b>2</b>	52,349	53,249	55,246	57,318	59,467	61,700	64,010
<b>3</b>	57,483	59,638	61,877	64,197	66,604	69,102	71,694
<b>4</b>	64,957	67,392	69,920	72,542	75,263	78,085	81,012

**Patrolmen's Association,  
Ranking Officer's Association,  
and Firefighters'  
Classification and Salary Plans  
Fiscal Year 2016**

<b>PATROLMEN'S ASSOCIATION</b>	
<b>FY16</b>	
MINIMUM	52,518
MIDPOINT	55,125
MAXIMUM	57,761

<b>RANKING OFFICERS ASSOCIATION</b>				
<b>FY16</b>				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	68,148	68,830	69,511	70,193
LIEUTENANT	79,732	80,530	81,327	82,124
CAPTAIN	92,490	93,414	94,339	95,264

<b>FIREFIGHTERS</b>	
<b>FY16</b>	
Firefighter Step 1	50,533
Firefighter Step 2	52,237
Firefighter Step 3	56,779
Firefighter Step 4	57,460
Firefighter Step 5	58,035
Firefighter Step 6	58,731
Lieutenant	68,128
Captain	78,348
Deputy Chief	90,100

# Management Classification and Salary Plan FY 2016

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	98,050	101,727	105,540	109,499	113,607	Step 5	117,866	141,686
2	89,136	92,479	95,946	99,545	103,278		107,151	128,806
1	80,447	83,466	86,594	89,843	93,212		96,707	116,251

Management 3    Chief of Police  
                          Chief of Fire (Fire and Rescue)  
                          Director of Public Works  
                          Director of Planning and Development  
                          Town Counsel  
                          Deputy Town Manager  
                          Benefits Attorney/Workers' Compensation Agent  
                          Facilities Director

Management 2    Comptroller  
                          Library Director  
                          Director of Inspectional Services  
                          Chief Technology Officer

Management 1    Director of Assessment  
                          Director of Human Resources  
                          Director of Health and Human Services  
                          Director of Recreation

Note: Progression through steps and the range based on performance.